



County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

November 20, 2012

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

8 November 20, 2012

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

**DEPARTMENT OF AUDITOR-CONTROLLER:
DISBURSEMENTS DIVISION CONSOLIDATION REFURBISHMENT PROJECT
CATEGORICAL EXEMPTION, ESTABLISH CAPITAL PROJECT,
APPROVE PROJECT BUDGET, AND APPROPRIATION ADJUSTMENT
CAPITAL PROJECT NO. 87165
(FIRST DISTRICT) (3 VOTES)**

SUBJECT

These actions will find the Department of Auditor-Controller Disbursements Division Consolidation Refurbishment Project categorically exempt from the provisions of the California Environmental Quality Act; establish a capital project; approve the Project budget; approve an appropriation adjustment; authorize the Department of Auditor-Controller to carry out the Project; and authorize the Internal Services Department to purchase new modular furniture and begin renovations.

IT IS RECOMMENDED THAT THE BOARD:

1. Find the Department of Auditor-Controller Disbursement Division Consolidation Refurbishment Project categorically exempt under the California Environmental Quality Act for the reasons stated in this letter and in the record of the Project.
2. Establish Capital Project No. 87165 within the Fiscal Year 2012-13 Capital Projects/Refurbishments Budget for the Auditor-Controller's Disbursements Division Consolidation Refurbishment Project.

"To Enrich Lives Through Effective And Caring Service"

3. Approve the total estimated budget of \$241,000 for the Auditor-Controller's Disbursements Division Consolidation Refurbishment Project, Capital Project No. 87165.
4. Approve the appropriation adjustment transferring \$241,000 currently appropriated in the Auditor-Controller's Fiscal Year 2012-13 Operating Budget to the Auditor-Controller's Disbursements Division Consolidation Refurbishment Project, Capital Project No. 87165.
5. Authorize the Auditor-Controller, or her designee, to carry out the Auditor-Controller's Disbursements Division Consolidation Refurbishment Project.
6. Authorize the Internal Services Department to purchase new modular furniture and begin renovations through Job Order Contract and Internal Services Department staff.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Department of Auditor-Controller's (A-C) Disbursements Division consists of three sections; General Claims; Business Compliance; and Warrant Processing and Controls (WP&C). General Claims and Business Compliance are located in the Kenneth Hahn Hall of Administration (HOA), and WP&C is located in a County-owned building located at 9150 E. Imperial Highway, Downey. WP&C's primary responsibility is processing welfare, foster care, and general relief warrants and electronic payments for the two clients, Departments of Public Social Services and Children and Family Services. WP&C moved to the Downey location approximately 40 years ago to be closer to their clients.

In looking at ways to streamline A-C's business operations and return unused space, the A-C has been evaluating consolidating the Disbursements Division operations. Under the current split operation, the Disbursements Division Chief and her assistant manager each have to travel from the HOA to Downey one or two days a week to oversee the WP&C operations. Consolidating all Disbursement Division staff into one work location will reduce the need for managers to travel between locations and improve oversight. In addition, relocating the WP&C staff to HOA will also place them closer to the rest of the Disbursements Division, allowing for improved workload coverage, creating further efficiency.

Throughout the years, due primarily to changes to electronic payments and system automation, the staffing in Downey has been reduced. The current space in Downey is, therefore, underutilized. Twenty staff are being housed in approximately 10,000 square-feet (an average of 500 square-feet per staff, far above the County's standards). Although some of this space will still be needed for our mailroom equipment, over 50 percent of the space is unused.

The proprietor of the Downey building, the Probation Department, has indicated that they need the space for staff related to their realignment project, and are eager for A-C to either share or vacate Downey so they can repurpose it for their own needs. Due to security issues associated with WP&C payment operation, the A-C cannot co-share the space with another department. Finally, the A-C has been advised that the County has future plans to replace Downey building and relocate the existing tenants in that building to other facilities.

All of the above reasons have prompted the A-C to seek a more efficient way to house their employees. After our research and analysis, the A-C concludes that moving their employees to their existing space at the HOA creates efficiencies in workflow and saves money due to lower space costs.

Approval of these recommended actions will find the proposed Department of Auditor-Controller Disbursements Division Consolidation Refurbishment Project (Project) exempt from the California Environmental Quality Act (CEQA) and enable the refurbishment and reconfiguration of approximately 1,780 square-feet of the A-C's existing space in Room B-2, in the HOA to accommodate 13 WP&C staff. The remaining seven of the 20 staff will be relocated to vacant offices and cubicles in the Disbursements Division's main office in Room 502 of HOA.

This refurbishment is also needed to address workplace safety hazards and mitigate employee injuries. Room B-2 was last renovated in 1996. The existing furniture and office equipment in Room B-2 have become unsafe due to wear and tear; carpeting is worn and poses tripping hazards. The recommended improvements will address these issues by rewiring electrical and voice/data lines, installing new ergonomic modular furniture, replacing carpeting, and painting.

The Project consists of the design, demolition, and construction of interior walls; painting; rewiring, testing, and certification of electrical, voice, and data lines; and the installation of new modular furniture in Room B-2. The Project also includes building a cage in the A-C's existing storage room in Room B-87, to accommodate security for confidential work files transferred or received from Downey to the HOA.

Demolition, construction, and infrastructure renovation will be completed by ISD. The modular office furniture will be purchased from a County agreement vendor. The Project schedule is included in Attachment A.

Green Building/Sustainable Design Program

The Project supports the Board's Green Building/Sustainable Design Program, by recycling demolition materials and using construction materials and modular furnishings that are composed, in part, of recycled materials.

This will reduce the amount of demolition materials that would otherwise be disposed in landfills, reduce the consumption of natural resources, and also reduce the production of synthetic materials, which, in turn, reduces carbon emissions.

Implementation of Strategic Plan Goals

The recommendations support the Board approved County Strategic Plan Goals of Operational Effectiveness (Goal 1) by providing employees with safe and updated workstations promotes a safe and positive work environment, contributes to employees' well being, and ultimately results in increased productivity and decreased worker's compensation claims. Having the WP&C Section in closer proximity to other Disbursements sections supports Operational Effectiveness, by improving management's ability to allocate staff as needed for better workload coverage.

FISCAL IMPACT/FINANCING

The total estimated Project cost is \$241,000, including demolition of walls, painting, electrical, voice and data wiring, testing and certification; modular furniture purchase, and design in Room B-2; building a cage in Room B-87 to accommodate confidential work files from Downey; and change order contingency. The Project budget summary is included in Attachment A.

Approval of the attached appropriation adjustment will authorize the transfer of funds in the amount of \$241,000 from the A-C's Operating Budget to the Project, Capital Project No. 87165. The Project is funded by net County cost derived from one-time savings in the A-C's Fiscal Year (FY) 2011-12 Operating Budget that was carried over into FY 2012-13, specifically for capital project refurbishment expenditures.

FACTS AND PROVISIONS

Not applicable.

ENVIRONMENTAL DOCUMENTATION

This proposed Project is categorically exempt from CEQA. The Project includes interior alterations of an existing public facility, including demolition of walls, painting, electrical, voice and data wiring, testing, and certification. The work is, therefore, within a class of projects that has been determined not to have a significant effect on the environment in that it meets criteria set forth in Section 15301(a) of the State CEQA Guidelines and Class 1(d) of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G are exempt. In addition, the Project is not located in a sensitive environment and there are no cumulative impacts or other limiting factors that would make use of the exemption inapplicable based on the Project records.

Upon the Board's approval of the proposed Project, ISD will file a Notice of Exemption with the Registrar-Recorder/County Clerk in accordance with Section 15062 of the State CEQA Guidelines.

IMPACT ON CURRENT SERVICES

All work on this Project will be performed during regular work hours. There will be no impact on services to other County departments or to the public. Impacted staff will be relocated during the refurbishment period to existing vacant spaces within the A/C offices at the HOA.

CONCLUSION

Please return one adopted copy of this Board letter to the Chief Executive Office, Capital Projects Division, and the Auditor-Controller.

Respectfully submitted,



WILLIAM T FUJIOKA
Chief Executive Officer

WTF:RLR:DJT
DM:AT:zu

Attachments

- c: Executive Office, Board of Supervisors
- County Counsel
- Auditor-Controller
- Internal Services
- Probation

**DEPARTMENT OF AUDITOR-CONTROLLER
DISBURSEMENTS DIVISION CONSOLIDATION PROJECT
CATEGORICAL EXEMPTION, ESTABLISH CAPITAL PROJECT,
APPROVE PROJECT BUDGET, AND APPROPRIATION ADJUSTMENT
CAPITAL PROJECT NO. 87165
(FIRST DISTRICT) (3 VOTES)**

I. PROJECT SCHEDULE

Project Activity	Proposed Completion Date
Design Services	November 2012
Submit Board Letter for Approval	November 2012
Purchase of Modular Furniture	November 2012
ISD Construction	February 2013
Furniture Installation	February 2013
Project Completion	February 2013

II. PROJECT BUDGET SUMMARY

Budget Category	Proposed Project Budget
ISD Construction	\$86,000
ISD Data cabling system installation	\$9,000
ISD Telephone instruments and lines	\$6,000
Build Cage in B-87	\$5,000
Design, Seating, and modular furniture	\$95,000
Moving Services	\$10,000
Change Order Contingency	\$30,000
TOTAL	\$241,000

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPARTMENT OF CHIEF EXECUTIVE OFFICE

DEPT'S.
NO. 060

November 20, 2012

AUDITOR-CONTROLLER:

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

FY 2012-13

3 - VOTES

SOURCES

AUDITOR-CONTROLLER
A01-AU-2000-10700
Services and Supplies

DECREASE APPROPRIATION

USES

AUDITOR-CONTROLLER
Hall of Admin B2 Renovation
A01-CP-6014-65021-87165
Capital Assets-Building and Improvements

INCREASE APPROPRIATION

SOURCES TOTAL: \$ 241,000

USES TOTAL: \$ 241,000

JUSTIFICATION

This appropriation adjustment is necessary to transfer funding from the Auditor-Controller's operating budget to establish the Auditor-Controller's Disbursements Division Consolidation Project.

ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

[Signature]
AUTHORIZED SIGNATURE [NAME]

BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

8

NOV 20 2012

Sachi A. Hamai
SACHI A. HAMAI
EXECUTIVE OFFICER

REFERRED TO THE CHIEF
EXECUTIVE OFFICER FOR ---

☐ ACTION

☒ RECOMMENDATION

AUDITOR-CONTROLLER

BY

Karen Shikema

B.A. NO.

42

Nov 7 2012

☒ APPROVED AS REQUESTED

☐ APPROVED AS REVISED

CHIEF EXECUTIVE OFFICER

BY

[Signature]
Nov 7 2012